California Department of Veterans Affairs



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T V Classification: Associate Governmental Program Analyst (\$4,111 - \$4997) or

Staff Services Analyst (\$2,632 - \$4,155)

Permanent, Full-Time

Location: 1227 O Street, Sacramento, California

Office of Procurement and Contracts

Who Should

Apply: Current State employees within these classifications or those who are eligible on a

certification list, transfers, or reinstatement. THIS POSITION IS SUBJECT

TO POST AND BID. SROA PROVISIONS APPLY.

Duties and

Responsibilities: *Under general supervision from the Staff Services Manager I:*

Serve as a contract analyst responsible for preparing and processing contracts, Interagency Agreements Memorandums of Understanding, Invitation for Bids, and Request for Proposals, Requests for Applications and Statement of Qualifications.

- Assist program managers, supervisors and veterans home management to negotiate contracts with contractors.
- Provide assistance to appropriate staff in developing applicable and pertinent contractor scope of work, payment provisions and duties of the state.
- ➤ Log and track contracts, agreements, IFBs, and RFPs development and processing status.
- Provide contract information for required reports.
- Provide assistance and back up to the DVBE contract coordinator.

Desirable Qualifications:

- Knowledge of and experience applying the State Contracting Manual and Public Contracting Code laws, regulations, rules, policies and requirements.
- Experience in preparing and managing contracts.
- Knowledge of and experience using Microsoft Word, Microsoft Access and Microsoft Excel.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1966

How to Apply: Candidates should submit a State Application (STD. 678), a Post and Bid Application (if applicable)

CDVA/HR Form 05-019, and résumé to:

Department of Veterans Affairs Human Resources Division 1227 O Street, Room 402 Sacramento, Ca 95814

Attn: Jacquie Hayes, Reference M-80# 81-05/06

Final Filing Date: April 28, 2006 or Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.